

DEVELOPMENT ENGINEERING MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Development Engineering Manager exists in the Planning and Development Services Department is to serve as the lead engineering authority for the development review process. This position is supervisory and the final technical approval point on engineering policy issues. Work is performed under general supervision by Planning and Development Services Director.

ESSENTIAL FUNCTIONS

Selects, trains, evaluates, plans and directs the work of staff engaged in a variety of activities which may include current planning cases, engineering plan review and customer service.

Coordinates work plans, prepares, justifies and administers budgets, schedules and monthly reports.

Provides technical leadership and manages the stipulation review, plan review, and inspection processes for the engineering disciplines for the City, promoting improvements in the process.

Observes, reviews and checks the work of staff members to ensure conformance to standards. Cross-trains staff in fields outside their areas of expertise.

Assists in the more difficult review and code interpretation questions.

Oversees the professional review of development projects ensuring orderly growth while protecting environmental resources.

Ensures civil plan submittals and construction comply with City ordinances, design standards and public hearing stipulations.

Provides accurate and efficient customer service regarding ordinance/code/guideline requirements for development within the City.

Demonstrates and leads a team in creating and implementing continuous improvement efforts and places a high value on citizen interaction/communication/service.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of design engineering
Methods and materials used in construction
Construction codes and related laws and ordinances

Ability to:

Read, understand and interpret City codes and ordinances.
Provide concise and accurate information verbally and in writing to the development community

and obtain their input on the review process.

Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of a Bachelor's degree in Civil Engineering, or a related field and registration as a professional engineer and three years of recent and responsible experience in a civil engineering environment with demonstrated ability in project supervision including supervisory experience. Extensive experience determining compliance with city codes and ordinances is essential.

Must have a current valid Arizona Driver's License with no major driving citations in the past 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified